

**SECRET**

DEC 2 1955

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MEMORANDUM FOR: [REDACTED]

SUBJECT: Effect of a Manpower Reduction and Adequacy of Current Manpower Authorization in Light of Requirements. - Report for the Management Staff.

1. Responsive to request to Heads of Executive Departments from Chairman of the House Committee on Post Office and Civil Service relating to the conservation of manpower and a 10% reduction in number of civilian employees of Departments.

2. Present ceiling - [REDACTED]  
On duty strength - [REDACTED]  
No Staff Agent authority.

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3. What functions would you eliminate, or what procedures would you follow if a 10% reduction from manpower on duty 31 October 1955 were required?

Outright eliminations would be as follows:

Records Management Staff - [REDACTED]  
Regulations Control Staff - [REDACTED]  
Organization and Methods Staff - [REDACTED]

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4. Are any organizational units now performing any function or activity which is being performed, in whole or in part, by another component of this Agency or by another Government Agency?

No.

5. Are there functions or requirements now assigned you which are beyond your present capacity to perform? If so, give an indication of the number of additional personnel required to perform such functions.

No.

Of course, in respect to the O&M function, one could add a couple of dozen more, but it doesn't make any sense. The Agency should be able to get along with what we have. The cuts indicated above we can cut modestly, without any real flow of blood.

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Chief, Management Staff